

RECORD OF PUBLIC BID OPENING

Requisition # A-088700

Bid Title: Huetter Rest Area Janitorial Services

Bid Closing Date: 9/24/08 @ 5:00 PM

Bid Open Date: 9/25/08 @ 10:30 AM

STATUS – AWARDED

Business Name: REYNOLDS/PETERSON INC

SP - #	DESCRIPTION	PRICE PER MONTH	MONTHS	AMOUNT BID
HUETTER REST AREA – EAST BOUND				
SP-1	WINTER CLEANING – Bldg 1252	\$ 3,000.00	6	\$18,000.00
SP-2	SUMMER CLEANING – Bldg 1252	\$ 3,000.00	6	\$18,000.00
SP-3	SUMMER LAWN CARE – Yard Y174	\$ 3,000.00	7	\$ 21,000.00
HUETTER REST AREA – WEST BOUND				
SP-4	WINTER CLEANING – Bldg 1253	\$ 3,000.00	6	\$18,000.00
SP-5	SUMMER CLEANING – Bldg 1253	\$ 3,000.00	6	\$18,000.00
SP-6	SUMMER LAWN CARE – Yard Y175	\$ 3,000.00	7	\$21,000.00
		Total Amount Per Year (SP-1 through SP-6)		\$114,000.00
		Two (2) -Year Bid Total		\$228,000.00

RECORD OF PUBLIC BID OPENING

Requisition # A-088700

Bid Title: Huetter Rest Area Janitorial Services

Bid Closing Date: 9/24/08 @ 5:00 PM

Bid Open Date: 9/25/08 @ 10:30 AM

STATUS – UNDER EVALUATION

Business Name: REYNOLDS/PETERSON INC

SP - #	DESCRIPTION	PRICE PER MONTH	MONTHS	AMOUNT BID
HUETTER REST AREA – EAST BOUND				
SP-1	WINTER CLEANING – Bldg 1252	\$ 3,000.00	6	\$18,000.00
SP-2	SUMMER CLEANING – Bldg 1252	\$ 3,000.00	6	\$18,000.00
SP-3	SUMMER LAWN CARE – Yard Y174	\$ 3,000.00	7	\$ 21,000.00
HUETTER REST AREA – WEST BOUND				
SP-4	WINTER CLEANING – Bldg 1253	\$ 3,000.00	6	\$18,000.00
SP-5	SUMMER CLEANING – Bldg 1253	\$ 3,000.00	6	\$18,000.00
SP-6	SUMMER LAWN CARE – Yard Y175	\$ 3,000.00	7	\$21,000.00
		Total Amount Per Year (SP-1 through SP-6)		\$114,000.00
		Two (2) -Year Bid Total		\$228,000.00

ADDENDUM # 1

JANITORIAL SERVICES & LAWN CARE
HUETTER REST AREAS –EASTBOUND & WESTBOUND
IDAHO TRANSPORTATION DEPARTMENT (ITD) DISTRICT 1
COEUR D’ALENE IDAHO

September 18, 2008
REQUISITION # A-088700

BUSINESS NAME: _____

The following changes have been made to the above referenced Invitation To Bid (ITB). All other information will remain the same.

I. SCOPE OF WORK

Page 4 – 2: COMMENCE DATE is changed to read: *Contract will commence on October 1, 2008 or on the first day of the month after contract award has been made.*

Page 9 – 6: WORK DETAIL – CLEANING/SERVICING REQUIREMENTS, E. Water Supply: Remove the first two paragraphs regarding meter reading and water level monitoring as they do not pertain to this work site.

Page 10 – 6: WORK DETAIL – CLEANING/SERVICING REQUIREMENTS, H. Miscellaneous: Remove the second and third paragraphs regarding flags and traffic counters.

Page 11 – 7: WORK DETAIL – MAINTENANCE REQUIREMENTS, the Department will, Paragraph 3 is changed to read: *Furnish all plant and lawn fertilizers.*

Page 11 – 8: WORK DETAIL – REPAIR AND REPLACEMENT REQUIREMENTS, the Contractor shall, the first paragraph, first sentence is changed to read: *Be responsible for painting or staining the buildings and related structures inside and out beginning May 15, 2009.*

Page 11 – 8: WORK DETAIL – REPAIR AND REPLACEMENT REQUIREMENTS, the Contractor shall, the second paragraph is changed to read: *Be responsible for repairing and/or replacing unserviceable or broken parts in the plumbing, heating and cooling, and irrigation system from, and including, the zone control valves and beyond.*

Page 11 – 8: WORK DETAIL – REPAIR AND REPLACEMENT REQUIREMENTS, the Department will, first paragraph is changed to read: *Be responsible for major repairs to the sewage system and related facilities; the water system including the well, major plumbing and pump; primary valves and primary controls for the irrigation system; the heating and cooling system; and electrical repairs.*

II. TERMS AND CONDITIONS

4. CONTRACT TERM, first sentence, is changed to read: *The term of this contract will be for two (2) years, with the option to renew for one (1) additional two (2) year period when agreed upon by both the Contractor and the Idaho Transportation Department (Department). The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portions thereof, or his right, title or interest therein.*

This page MUST BE SIGNED, DATED AND RETURNED with your BID DOCUMENTS.

I acknowledge receipt of this Addendum and its contents.

SIGNATURE: _____ DATE: _____

INVITATION TO BID (ITB)
JANITORIAL SERVICES & LAWN CARE
HUETTER REST AREAS –EASTBOUND & WESTBOUND
IDAHO TRANSPORTATION DEPARTMENT (ITD) DISTRICT 1
COEUR D’ALENE IDAHO

REQUISITION # A-088700

TABLE OF CONTENTS

I. SCOPE OF WORK

1.	PURPOSE	4
2.	COMMENCE DATE.....	4
3.	WORK LOCATIONS & SCHEDULES	4
4.	INVENTORY OF REST AREA FEATURES	5
5.	GENERAL REQUIREMENTS	6
6.	WORK DETAIL – CLEANING/SERVICING REQUIREMENTS	7
7.	WORK DETAIL – MAINTENANCE REQUIREMENTS	10
8.	WORK DETAIL – REPAIR AND REPLACEMENT REQUIREMENTS	11
9.	SAFETY REQUIREMENTS.....	12
10.	CONTRACTORS EMPLOYEES.....	12
11.	RECORDS	12
12.	DEPARTMENT’S RESPONSIBILITIES	13
13.	CONTRACTOR’S RESPONSIBILITIES	14
14.	MAJORY MAINTENANCE REPAIRS.....	14
15.	PAYMENT REQUIREMENTS	15
16.	CHANGES.....	16
17.	REST AREA RESIDENCE/FACILITIES.....	16

II. TERMS AND CONDITIONS

1.	STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.....	18
2.	CONTRACT ADMINISTRATION.....	18
3.	CONTRACT AWARD	18
4.	CONTRACT TERM	18
5.	CLAIMS FOR ADJUSTMENTS AND DISPUTES	18
6.	FORCE MAJEURE.	19
7.	COMPLIANCE.....	19
8.	TERMINATION	19
9.	INDEMNIFICATION	19
10.	ILLEGAL ALIENS	20

III. BID GUIDELINES

1.	PERFORMANCE	21
2.	BIDDING REQUIREMENTS AND CONDITIONS	21
3.	IRREGULAR BID	21
4.	DISQUALIFICATION OF BIDDERS	22
5.	BID BOND (GUARANTY)	22
6.	BOND REQUIREMENTS (SURETY BONDS)	22
7.	CONSIDERATION OF BID	23

8.	BIDDER CHALLENGE TO DEPARTMENT DETERMINATION	23
9.	EXECUTION / AWARD OF THE CONTRACT	23
10.	FAILURE TO EXECUTE CONTRACT	24
11.	RETURN OF BID BOND (GUARANTY)	24

ATTACHMENTS:

- Bid Schedule
- Signature Page
- Contractor's Affidavit
- Fax Back
- Bidders Responsibility Page
- Potential Bidders List
- Exhibits

IDAHO TRANSPORTATION DEPARTMENT (ITD)
INVITATION TO BID

JANITORIAL SERVICES & LAWN CARE
HUETTER REST AREAS –EASTBOUND & WESTBOUND

September 12, 2008

Physical Address

Idaho Transportation Department
Business and Support Management Purchasing Unit
3311 West State Street
Boise, Idaho 83703

REQUISITION #: A-088700

ALL sealed bids must be received by 5:00 PM MDT on September 24, 2008. Sealed bids will be opened at 11:00 AM on September 25, 2008 at Business and Support Management Purchasing Unit, at 3311 West State Street in Boise. The scope of work shall consists caretaker management firms or individuals to provide Janitorial Services and Lawn Care Maintenance, at the eastbound and westbound Huetter Rest Area located 3 miles west of Coeur d’Alene, Idaho on I-90 at MP 8.5, as per the specifications contained in this ITB, requisition A-088700.

Prospective bidders can arrange to visit the Eastbound & Westbound Rest Areas by contacting **Judd Reed** at 208.772.1268 or 208.669.2357.

Contact Evey McAdams, Contract Program Specialist, for clarification of bid requirements at 208.334.8084.

All Questions relating to bid specifications must be fax to: (208) 332-4109

FOR BID: UPDATES, ADDENDUMS, BID RESULTS, OR PLAN HOLDERS LIST go to:
<http://itd.idaho.gov> “Doing Business with ITD”

RETURN BID IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN:

<p>Business Name: _____</p> <p>Requisition #: A-088700</p> <p>Bid Close Date: September 24, 2008 – 5:00 PM MDT Bid Open Date: September 25, 2008 – 11:00 AM MDT</p> <p>Item Bidding: Huetter Rest Areas (EB&WB) Janitorial Services & Lawn Care</p>

Mailing Address

Idaho Transportation Department
Business and Support Management Purchasing Unit
P.O. Box 7129 Boise, Idaho 83707-1129

**INVITATION TO BID (ITB)
IDAHO TRANSPORTATION DEPARTMENT (ITD)
JANITORIAL AND LAWN CARE SERVICES
HUETTER REST AREAS**

REQUISITION #: A-088700

I. SCOPE OF WORK

1. PURPOSE

The Idaho Transportation Department (ITD) is seeking bids from caretaker management firms or individuals to provide Janitorial Services and Lawn Care Services, at the eastbound and westbound Huetter Rest Areas, located 3 miles west of Coeur d'Alene on I-90 MP 8.5; Kootenai County.

This work shall consist of furnishing all labor, equipment, supplies, tools, and materials required to effectively maintain and operate the rest area including the restrooms, grounds, parking lots, and all other facilities within the rest area property beginning October 1, 2008.

NOTE: An individual walk through can be arranged by contacting Judd Reed at (208) 772-1268 or (208) 699-2357.

In addition to the routine work outlined in this document, the contract requires a capable and authorized Contractor's representative to confer on a daily basis with the Department's Highway Rest Area Foreman in Coeur d'Alene, or his or her representative concerning situations and problems that arise and to be on call for emergencies 24 hours per day.

Prior to commencement of work, the Department will arrange a meeting with the Contractor to discuss the contract terms and work performance requirements. At this time, an inspection of the rest area will be conducted jointly to document any substandard conditions that may exist. The Department is responsible for correction of any substandard items listed.

2. COMMENCE DATE

Contract will commence on October 1, 2008 or after contract award has been made.

The Department, reserves the right to cancel this contract within thirty (30) days of written notice of failure to complete the agreed/assigned tasks stated within these bid specifications.

3. WORK LOCATIONS & SCHEDULES

The Contractor shall provide adequate personnel to service and clean the restrooms on a continuous basis, seven days per week, in accordance with the schedules shown for the items below. The Contractor shall provide additional cleanup and care during periods of high use and, if necessary, through temporary closures, holidays and weekends.

- **SP-1 HUETTER REST AREA - EASTBOUND**

Winter Cleaning: To start no later than 7:00 AM with continued service and cleaning through 7:00 PM during the winter months of January through March and October through December.

- **SP-2 HUETTER REST AREA – EASTBOUND**

Summer Cleaning: To start no later than 5:00 AM with continued service and cleaning through 9:00 PM during the summer months of April through September.

- **SP-3 HUETTER REST AREA - EASTBOUND**

Summer Lawn Care: Provide adequate personnel to perform yard, lawn and grounds maintenance from April through October.

- **SP-4 HUETTER REST AREA – WESTBOUND**

Winter Cleaning: To start no later than 7:00 AM with continued service and cleaning through 7:00 PM during the winter months of January through March and October through December.

- **SP-5 HUETTER REST AREA - WESTBOUND**

Summer Cleaning: To start no later than 5:00 AM with continued service and cleaning through 9:00 PM during the summer months of April through September.

- **SP-6 HUETTER REST AREA - WESTBOUND**

Summer Lawn Care: Provide adequate personnel to perform yard, lawn and grounds maintenance from April through October.

4. INVENTORY OF REST AREA FEATURES

Huetter Rest Area (Eastbound)

- 1 Restroom complex with storage/mechanical room
- 3 Arbors
- 21 Tables
- 2 Parking areas
- 10 Garbage containers 30 gallon capacity
- 3 Telephone booth
- 1 Fenced dumpster pad
- 4 Benches
- 1 Drinking fountain

Huetter Rest Area (Westbound)

- 1 Restroom complex with storage/mechanical room
- 4 Arbors
- 21 Tables
- 1 Parking area
- 8 Garbage containers 30 gallon capacity
- 1 Telephone booth
- 1 Fenced dumpster pad
- 1 Drinking fountain
- 1 Trailer Pad with utility hook-ups

5. GENERAL REQUIREMENTS

Under the terms of this agreement, the Contractor and employees are prohibited from operating or advertising any commercial enterprise or activity on any premises, which are the subject of the proposed agreement.

Contractor's Responsibilities:

The Contractor shall provide all labor, equipment, tools, materials and supplies, including performance of necessary repairs to effectively maintain and operate the rest area.

The Contractor shall provide adequate personnel to maintain the rest area facilities in a safe, sanitary, clean and attractive manner to the satisfaction of the Department. The Contractor and their employees shall not accept tips or other gratuities for any service performed in the rest area.

The Contractor shall provide at no cost to their employees training, testing, information, vaccination (if requested), and appropriate protective equipment in all matters relating to the human hazards due to exposure or contact with blood borne pathogens or diseases. The contractor shall meet all current federal (OSHA) requirements to protect their employees from this exposure.

Guests or immediate family of the Contractor's employees will not be allowed to accompany or assist an employee cleaning the rest area unless they are employees of the Contractor.

The Contractor is required to provide their work and home telephone number(s), which shall be made available to the District One Maintenance Foreman and Rest Area Foreman.

The Contractor shall provide the Department with the names and telephone numbers of all on-call personnel. These on-call supervisory personnel may assist the Department representative in making random on-site facility inspections and in coordinating other operational requirements.

The Contractor shall promptly notify appropriate authorities of emergencies that occur in the rest area. In the event of illness or injury to visitors or others while in the rest area, the Contractor's personnel shall call for professional help as requested or deemed appropriate.

The Contractor shall immediately report any suspected hazardous material spills to the Department. The Contractor should recognize the hazard and barricade the area. The Contractor shall not attempt cleanup and shall keep people away until qualified authorities decide on proper action.

The Contractor shall report all incidents such as vandalism, excessive occupancy, camping, etc., to the proper law enforcement agency as quickly as possible. The Department shall receive notification of any incidents relative to public health or safety immediately and incidents of a lesser nature during the next normal workday.

The Contractor shall monitor the activities of organizations granted special use permits for serving refreshments and report any noncompliance with the permit terms. The permit terms require that the rest area grounds used by the organization be cleaned by the organization at termination of their use period so that no additional work will result for the Contractor. The organization cannot block access to vending machines placed by the Commission for the Blind and Visually Impaired.

The Contractor shall tactfully notify violators, when observed, of the governing rules and regulations posted at the rest area.

The Contractor shall not use the maintenance crossovers at milepost 8.11 and 9.07 in the performance of this contract.

In the event questions concerning areas of responsibility and duties arise, the Department shall have final authority.

6. WORK DETAIL - CLEANING/SERVICING REQUIREMENTS

A. Restrooms

Floors, toilet partitions, doors, toilets, urinals, hand dryers, wash basins, soap dispensers and mirrors shall be scrubbed thoroughly twice daily, with additional cleaning as necessary. A high strength detergent containing a deodorant and a built-in antibacterial agent shall be used for this purpose. After washing, the fixtures shall be wiped dry with a clean rag and the floors shall be dried using forced air or dry mopping techniques.

Garbage containers shall be emptied, cleaned, and lids washed during the morning a.m. cleaning or more often if necessary.

Soap and paper product dispensers shall be replenished as necessary. At least one-half roll of biodegradable toilet paper should be in evidence in each stall. Odor suppressant materials such as urinal blocks and air deodorant shall be used and replenished as determined suitable to control odors.

Windows, walls, ceilings and light fixtures shall be scrubbed weekly with soap and water or appropriate cleaner, and wiped dry to maintain a clean, smear free appearance. Daily spot cleaning is to be done as needed.

The entire inside of the restrooms shall be steam cleaned or hot water washed at least twice each month at 15-day intervals. Minimum pressure shall be 1200 psi. Alternative cleaning practices must be approved by the Department before implementation.

The Contractor shall submit an annual schedule to the Rest Area Foreman for all steam cleaning or pressure washing in the rest area. This schedule shall be submitted prior to commencement of work.

The heating or cooling system shall be operated and maintained as necessary with desired temperature (50°F to 65°F) winter; (65°F to 80°F) summer, to assure proper air circulation/exchange is taking place inside the restrooms.

The Contractor shall provide soap, paper products, 4-mil minimum thickness garbage bags, mechanical or electrical odor control, and cleaning supplies. All supplies and materials furnished by the Contractor are subject to prior approval by the Department. Material Safety Data Sheets (MSDS) must be present for all appropriate products.

The Contractor shall immediately remove any graffiti or markings of any kind on any surface inside the restrooms at all times.

The Contractor shall remove snow from the Restroom roof and the Visitor Information Center roof when the snow reaches a maximum depth of 12 inches.

The Contractor shall remove tree litter and debris from the rain gutters, Restroom roof and the Visitor Information Center roof when tree litter and/or debris clogs rain gutters or drains or accumulates to a depth of 1 inch. All large tree limbs and branches shall be removed immediately.

B. Plaza Areas (outside the restrooms)

Concrete walkways, doors, water fountains, benches and display areas shall be thoroughly cleaned each day, with additional cleaning as necessary. Smooth walls and overhead surfaces shall be scrubbed monthly with soap and water and wiped dry to maintain a clean, smear free appearance. Rough surfaces shall be brushed and/or swept clean as necessary and shall be hot pressure washed a minimum of once every three months at 90-day intervals.

Snow and ice shall be removed and/or treated with ice melt. Snow removal and ice control may be required throughout the workday as required to provide bare sidewalks and safe access to restrooms in the designated areas. Ice removal shall require the application of ice-melting chemicals. Pickup trucks or heavy tractors with snowplows or blades are not allowed on the designated pedestrian areas in the plaza areas.

C. Grounds and Parking Lots

All trash, paper, other litter and pet waste shall be removed and disposed of from the grounds, (core area around restrooms), ramps and parking areas once per shift, or more often if necessary. (See Exhibit I showing core area). All types of litter shall be removed from the surrounding areas daily. All garbage containers shall be emptied and cleaned, the lids washed if dirty, and fitted with new garbage bags as often as necessary to avoid overflow.

The Contractor should use judgment to determine whether a garbage bag actually needs to be replaced. The Contractor shall notify the Department when garbage containers need repainted or replaced due to damage, normal wear and tear, etc.

The Contractor's vehicles used in the removal of garbage must be maintained in a neat and serviceable condition. Truck beds shall be tight and have enclosed sideboards and covered tops capable of containing the refuse collected.

The Contractor shall provide for bulk garbage storage containers and trash haul services or remove all garbage, yard waste, pine needles, branches etc. that is collected daily from the rest area. Bulk storage must be contained and out of sight.

The Department will provide garbage storage areas designed to keep containers from public view. Garbage bags placed in garbage storage containers must be tightly secured in order to reduce the risk of creating unsanitary conditions. All garbage must be removed from the rest area and transported to a landfill / transfer station a minimum of twice per week or more often as required to keep garbage storage from exceeding capacity. Any costs involved with use of the landfill / transfer station and arrangement for its use shall be the Contractor's responsibility. The Contractor shall meet all applicable Federal, State, and Local requirements for solid waste handling, collection, and disposal.

Snow and ice shall be removed and/or treated with ice melt. Snow removal and ice control may be required throughout the workday as needed to provide bare sidewalks. Ice removal may require the application of ice-melting chemicals.

The Contractor shall keep the areas adjacent to the garbage enclosure gates free of ice and snow as to allow free movement for opening and closing. Pick-up trucks or heavy tractors with snowplows or blades are not allowed on the paved pedestrian areas in the grounds area. The Department will remove snow from the entrance and exit to the rest areas and parking lots. The Contractor shall immediately remove any graffiti or markings of any kind on any surface in the rest area. If the graffiti problem persists and is of a violent or obscene nature, the problem shall be reported to the Highway Rest Area Foreman immediately.

Public telephone booths shall be cleaned and sanitized once per workday; any operational problems are to be reported to the Telephone Company and to the Department.

D. Arbors and Tables

Picnic tables, benches and floors shall be cleaned according to the Section II, or more often if necessary, with biodegradable soap and water, using brushes, rags, sponges or other power-cleaning equipment that will clean and sanitize. The morning cleaning must be completed by 10:30 a.m. and the afternoon cleaning is to be completed by 6:00 p.m.

Brushes, cloths or sponges, which have been used for cleaning in restrooms, shall not be used to clean tables or benches. Do not apply insecticide or disinfectant to the table or bench tops unless the surface can be rinsed off immediately with clean water.

Ceilings, walls and posts shall be pressure washed once per month on 30-day intervals or more often if necessary.

E. Water Supply

The Contractor shall read and record weekly water meter readings on the form provided by the Department.

Check water supply level in storage tanks daily. If the water level is low, report this to the ITD Rest Area Foreman.

The Department will perform all routine maintenance and servicing required for proper operation of the water supply.

F. Sewage System

The contractor shall immediately notify the Department of any problems involving the sewage system.

The Department will be responsible for pumping, cleaning and disposing of sewage from the septic tanks.

G. Irrigation System

The Contractor shall operate and perform all maintenance and routine servicing of the irrigation system in accordance with good practice.

H. Miscellaneous

The Contractor shall provide safe storage for found articles and shall deliver unclaimed articles weekly to the Highway Rest Area foreman. All incidents of lost/found shall be recorded in the daily checklist and log. (See Exhibit II.)

The Contractor shall raise and lower the U.S., State of Idaho, and Department flags at the rest area in accordance with traditional standards. The Department will provide the flags.

The Contractor shall read the traffic counter, if present at the rest area, each morning and record this reading in the daily checklist and log.

7. WORK DETAIL - MAINTENANCE REQUIREMENTS

The Contractor shall:

Maintain in good working condition all fixtures in the rest rooms including, but not limited to, soap dispensers, mirrors, urinals, toilets, wash basins, water fountains, toilet partitions and all doors, hinges, latches and supports.

Maintain in good working order the plumbing fixtures, which shall include but not be limited to, cleaning valves, unstoping clogged sewer lines, traps or grates, repairing leaking faucets or yard hydrants.

Purchase and install all replacement light bulbs in light fixtures that are attached to the restroom building and the refreshment and information kiosk.

Be responsible for pruning trimming trees and shrubs according to good landscaping practices

Be responsible for mowing the lawns at least once a week to maintain a height of not more than 2 inches or as directed by the department, the pet areas to maintain a height of not more than 4 inches and the natural areas to a height not to exceed 12 inches.

Be responsible for edge and trim along all curbs and sidewalks in the lawn and pet areas using a power edger and trimmer.

Be responsible for removing lawn clippings, needles and leaves from the lawns, buildings and arbors. Debris shall be removed immediately from the rest area facility. The debris may be stored in the fenced garbage disposal area, but must be hauled to an approved landfill at least two times per week. Debris will not be allowed to be stored, buried or burned on the rest area grounds.

Be responsible for fertilizing the lawn spring, summer and fall as to Department application instructions, methods and schedules.

Be responsible for irrigating at least once a week, all areas including lawns/shrub beds designed for irrigation in accordance with good irrigation practices and schedules established by the Department.

Be responsible for activating the irrigation system each spring. Fill main lines slowly with provision for air escape. Check thoroughly for leaks. An unusually wet area developing over time indicates a leak.

Be responsible for totally draining and winterizing the irrigation system prior to freezing temperatures. Our climate requires this work to be done prior to November 1st of each contract year. This work will require an air compressor to blow all water from the entire system. The ITD maintenance supervisor shall be contacted prior to this winterization.

NOTE: Damages to the system as a result of failure to carry out the duties listed above in a proper manner or at the proper time shall be corrected and repaired at the Contractor's expense.

Be responsible for preserving and enhancing natural or special areas.

The Department will:

Be responsible for maintaining the high-level parking area lights.

Be responsible for weed control/herbicide application.

Furnish all plant fertilizers.

Be responsible for insect and rodent control.

8. WORK DETAIL - REPAIR AND REPLACEMENT REQUIREMENTS

The Contractor shall:

Be responsible for painting or staining the buildings and related structures inside and out at least once per contract term. If the Department determines that the buildings or related structures must be painted or stained, the contractor, upon written notification from the Department, has thirty (30) days within which to perform this work. The Contractor shall supply sprayers, brushes, rollers, masking tape and all other necessary supply items to do the work of painting and staining.

Be responsible for repairing and/or replacing unserviceable or broken parts in the plumbing, heating and cooling and irrigation system. Purchase and maintain an adequate supply of plumbing repair parts to ensure continual operation of the restrooms and irrigation system. The Contractor will provide all repair parts and kits with a retail value of less than \$25.00 per part or kit at no cost to the Department.

Be responsible for replacing unserviceable or broken fixtures, including urinals, toilets, toilet seats, water fountains, sinks, valves, partitions, doors, soap dispensers, toilet paper dispensers, mirrors and other related fixtures. The unserviceable or broken fixtures will be replaced with Department-provided fixtures.

(Refer to Exhibit IV for more details on typical repair and replacement duties.)

The Department will:

Be responsible for major repairs to the sewage system and related facilities; the water system including the well, major plumbing and pump; primary valves and controls for the irrigation system; the heating and cooling system; and electrical repairs.

Be responsible for providing replacement fixtures for the rest rooms and rest area proper, including, but not limited to: urinals, toilets, toilet seats, water fountains, sinks, valves, partitions, doors, soap dispensers, toilet paper dispensers, mirrors, benches, arbors, picnic tables and garbage containers.

Reserve the right to make any repairs, remove or add fixtures, facilities, landscaping or any other improvements or maintenance activity it deems necessary.

The Department will provide a standard fixture list. The ultimate decision to replace any standard fixture rests with the Department.

The Department will furnish paint and/or stain.

9. SAFETY REQUIREMENTS

The Department will furnish signs and barricades for emergency closure of the rest area.

The Contractor shall furnish pedestrian signs deemed necessary to adequately warn or protect the public from possible hazardous conditions. Special precautions must be used when power equipment is operated in the vicinity of pedestrians.

THE PUBLIC SHALL BE PERMITTED USE OF REST ROOMS DURING CLEANING IF THEY SO REQUEST.

The Contractor shall comply with all applicable laws and regulations governing safety, health and sanitation.

10. CONTRACTORS EMPLOYEES

The Contractor ***shall provide uniforms***, subject to approval by the Department, to be worn by their employees while on duty at the rest area. Employees shall be neat and clean at all times.

Each employee shall wear an easily read identification badge, which contains the Contractor and employee's names. This identification can be stamped or printed on the uniform.

Employees are prohibited from having firearms in their possession while on duty.

Employees shall treat the public in a friendly, courteous manner. The public has many questions; employees should be well informed on local road conditions, detours, service stations, motels, restaurants and tourist attractions.

The contractor and their employees shall not accept tips or other gratuities for any service performed in the rest area.

The Department reserves the right to require the Contractor to remove from the job, covered by this contract, employees who endanger persons or property or whose continued employment does not serve the best interest of the Department.

11. RECORDS

The Contractor shall complete and maintain a daily checklist and log for work performed. The checklist and log shall contain hours and time worked, details of unusual activity (accidents, vandalism, etc.), lost and found articles, water meter readings, traffic counter reading, etc.

A sample Daily Checklist and Log is attached as Exhibit II. The checklist and log shall be kept in the storage or mechanical room and shall be available at all times for inspection by Department personnel.

12. DEPARTMENT'S RESPONSIBILITIES

A. Utilities

The Department will provide all utilities, including electricity, water and sewer for the rest area proper.

B. Grounds, Parking Lot and Roadway

The Department will be responsible for all repairs to pavement, walks, curbs and high-level parking lights. If the Department determines that any damage is the result of a negligent act by the Contractor, repairs shall be the responsibility of the Contractor.

The Department will be responsible for sweeping and snow removal in the parking lots and on approach ramps.

C. Signs and Symbols

The Department will provide all necessary permanent signs and pavement markings. No additional signs shall be installed or erected by the Contractor except those required on a temporary basis to designate rest room cleaning. The Department must approve closures. The Department shall be notified immediately of such emergency.

D. Tourist Information

The Department will approve all maps and brochures to be displayed in the rest area.

E. Fire Extinguishers

The Department will furnish fire extinguishers for emergency use by Contractor personnel. Monthly inspection (30-day intervals) of fire extinguishers shall be the responsibility of the Contractor and should be noted in the daily log.

F. Special Use Permits

Permits may be issued by the Department, for use of the rest area by private organizations, for such activities as providing free refreshments to travelers during a specific time period. Inquiries about such permits shall be directed to the Department. The Department will provide the Contractor a copy of any such permits issued.

G. Complaints

All letters of complaint directed to the Contractor from the public shall be forwarded to the Department for reply. If appropriate, the Department will provide a copy of the complaint and reply to the Contractor.

H. Acts of Nature

The Department will be responsible for all damage and other problems caused by acts of nature. If the damage or circumstances is so severe that extended closure of the rest area is necessary, the Contractor's duties and compensation may be suspended for the closure period. Compensation will be based on a pro-rated share of a 365-day year. Refer to Section 17 CHANGES.

I. Inspection

The Department will perform random and periodic inspections as deemed appropriate by the Department to ascertain the Contractor's compliance with contract requirements. The Contractor's designated supervisory person may accompany the Department's representative when inspections are made. Refer to EXHIBIT III for a copy of the Department's inspection checklist.

13. CONTRACTOR'S RESPONSIBILITIES

A. Grounds, Parking Lot and Roadway

The Contractor shall be responsible for snow removal on the driveway leading to the caretaker's residence.

B. Signs and Symbols

The Contractor shall do emergency closure of the rest area by use of the signs, barricades, and deployment plan provided by the Department. The Contractor shall remove closure signs and barricades when the emergency is over and the rest area is to be reopened.

C. First Aid Supplies

The Contractor shall provide a Department approved first aid kit. The Contractor shall keep the first aid supplies stocked at all times. The resident caretaker may attend a first aid course (conducted by the Department) if he or she so desires.

D. Fire Extinguishers

The Contractor shall be responsible for notifying the Department each time an extinguisher is used or requires servicing or recharging.

14. MAJOR MAINTENANCE AND REPAIRS

Typical Contractor responsibilities and duties shall include, but are not limited to, the following (this work needs approval by Maintenance Engineer or his agent):

Toilet

1. Replace stool
2. Repair and/or replace partitions, doors and hardware
3. Replace wax ring
4. Replace flush valve

Urinal

1. Replace urinal
2. Replace flush valve

Sink

1. Replace sink
2. Replace faucets

Doors

1. Strip and paint
2. Replace push plates, kick plates and door pulls
3. Replace hydraulic closures

Fixtures – Repair or Replace

1. Soap and paper dispensers
2. Air heating-exchange system (Replacement to be responsibility of the Department)
3. Electric hand dryer
4. Hose bibs, plumbing & water heaters
5. Drinking fountains
6. Mirrors
7. Flagpole rigging
8. Electrical and lighting (accept high-level parking lot lights)
9. Information signs

Painting

1. Restroom ceiling
2. Woodwork on arbors and buildings
3. Information signs

Buildings and Arbors

1. Repair roof
2. Replace or re-grout ceramic tile

15. PAYMENT REQUIREMENTS

The making and acceptance of payment for work, or material replacement performed by the Contractor shall constitute a waiver of all claims by the Contractor, other than those arising from faulty work and of all or any claims by the Contractor previously made and unsettled.

Payments shall be made as provided:

Upon satisfactory completion of services specified herein, the Contractor shall be paid monthly as soon as possible after receipt of invoice.

Upon satisfactory completion of repairs, the Contractor will be paid the invoice price for materials not purchased by the Department. Each submitted invoice shall be itemized to show each item of the materials used. If outside expertise is required to make the repairs, the Department will pay the invoice. All repairs and materials must be approved in advance by the Department.

Payments otherwise due may be withheld on account of substandard or defective work not remedied.

16. CHANGES

The Department reserves the rights to revise the “Work Locations and Schedule” and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the Department. Changes in compensation, which may result from such revisions, shall be documented by formal Change Order to the contract.

17. REST AREA RESIDENCE/FACILITIES

A. GENERAL INFORMATION

The Department will provide a trailer pad, water, sewer, telephone and electrical hookup for the Contractor’s residence. The Contractor shall provide a 1990 or newer trailer/residence of at least 50 feet in length and shall pay all ongoing utility costs associated with said trailer pad. The Contractor will be responsible for insuring any loss or damage to their trailer or other personal property. The premises will be kept in a clean and orderly manner at all times. The Contractor shall be responsible for snow removal on the driveway leading to the caretaker’s residence.

Use of the trailer area is part of the Contractor’s consideration under the proposed contract. The Contractor may not charge their employee rent for said residence.

The Contractor shall be ultimately responsible for the residence. If the Department deems that the Contractor’s employee must be replaced for noncompliance with the housing contract, it shall be the Contractor’s responsibility to remove said employee from the residence. If the Contractor fails to remove said employee, the Department reserves the right to remove the employee from the premises by appropriate action at the Contractors expense.

Postal service and school bus arrangements are the responsibility of the onsite resident caretaker.

B. HOUSING POLICY

Occupancy in the residence is limited to the Contractor or Contractor’s employee assigned to be the resident caretaker and their immediate family members (spouse and children).

The resident caretaker is expected to be considerate of the motoring public and shall, at a minimum:

1. Maintain moderate noise levels regarding television, radio, phonograph, parties, etc.
2. Confine pets to the fenced yard area; no vicious animals are allowed. Approval of the Department must be obtained in writing for each pet to be brought onto the premises.
3. Inoperable vehicles will not be allowed to remain on the premises longer than two weeks.

The Contractor responsibility:

1. Maintaining the trailer, trailer pad; yard and landscaping in a neat and clean manner.
2. Minor repairs and upkeep of the facilities.
3. Damage to or loss of the trailer pad due to the Contractor's or their employee's negligence or that of individuals for whom they are legally responsible.
4. Obtaining necessary insurance for their personal property and contents of the residence.
5. Payment of all utilities including telephone (with the exception of water and sewer, which will be furnished by the Department).
6. Providing a telephone at the residence.
7. Painting subject to Department's approval

The Department responsibility:

1. Major repairs to the trailer pad and related facilities.
2. Payment of water and sewer utilities.

Modifications or additions to the trailer area will not be allowed without prior written approval by the Department. To obtain an approval, a written request with specific details and estimated cost must be submitted to the Department. Any modifications or additions, if approved, must be done at the Contractor's expense. Any modifications or addition becomes a part of the pad and will not be removed; however, under certain circumstances, the Department may approve removal of the modification/additions done at the Contractor's expense.

The Department retains the right to inspect the residence at any reasonable time to assure that proper maintenance and care are being taken. At the termination of this contract, the site shall be returned to the Department in as good a condition as when received, ordinary wear expected. Any inordinate amount of wear and tear shall be the Contractor's responsibility to repair.

NOTE: The trailer pad on this property shall become available for occupancy one week after this maintenance contract period begins. This vacancy period is necessary for routine maintenance to be conducted by the Department prior to new occupancy.

II. TERMS AND CONDITIONS

1. STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION

The Standard Specifications for Highway Construction (ITD 2004) and any updates are incorporated by reference where applicable to this project. The Idaho Transportation Department's Standard Specifications for Highway Construction manual is available to the Contractor for \$30.00 plus tax. Contact the Idaho Transportation Department at 334-8430 to purchase.

2. CONTRACT ADMINISTRATION

Unless otherwise modified by this Invitation to Bid, the contract and work for the project shall be administered in accordance with ITD's 2004 Standard Specifications for Highway Construction. The most current version of ITD's Supplemental Specifications to the 2004 Standard Specifications shall also apply

3. CONTRACT AWARD

Award of contract will be "**ALL OR NONE**".

4. CONTRACT TERM

The term of this contract will be for two (2) years, with the option to renew for two (2) additional one (1) year periods when agreed upon by both the Contractor and the Idaho Transportation Department (Department). The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portions thereof, or his right, title or interest therein.

5. CLAIMS FOR ADJUSTMENT AND DISPUTES

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the District Engineer, in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim will be considered and a determination made. The District Engineer will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the District Engineer's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final

decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

6. FORCE MAJEURE

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

7. COMPLIANCE

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint, to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in SECTION 8 TERMINATION.

If the District Engineer is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

8. TERMINATION

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

9. INDEMNIFICATION

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

10. ILLEGAL ALIENS

The contractor warrants that any contract resulting from this solicitation is subject to Executive Order 2006-04 (http://gov.idaho.gov/mediacenter/execorders/eo06/eo_2006-40.html); it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United State; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for termination of its contract.

III. BID GUIDELINES

1. PERFORMANCE

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

2. BIDDING REQUIREMENTS AND CONDITIONS

Sealed Bids will be received at the time and place stated on the Signature Page. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No Bid will be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and will not be returned.

The bidder shall submit their bid upon the forms furnished by the Department. In the bid schedule, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in **blue ink** or typed. Penciled entries will not be accepted. If entries are in pencil, the bid shall be considered irregular and the bid will be rejected.

The bid shall be signed with **blue ink** by the individual or agency authorized to sign and submit this bid for the bidder. The bid signature page must include the bidder name and address and the state and address in which the business is domiciled.

3. IRREGULAR BID

Bids will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.

3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in **blue ink**.
7. If Addendums are not signed and returned with the Bid Documents.
8. Potential bidder does not attend the scheduled mandatory walk-through.
9. **Five percent (5%)** Guaranty (Bid Bond) is not an **original**, with an **original** Signature, submitted on an acceptable form signed by the bidder and their surety company.
10. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

4. DISQUALIFICATION OF BIDDERS

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

1. More than one bid, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.

5. BID BOND (GUARANTY)

No bid will be considered unless accompanied by a (5%) **original** guaranty of the character and in an amount not less than the amount indicated on the Bid.

If a surety bond is used, it shall be submitted on an acceptable form signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

6. BOND REQUIREMENTS (SURETY BONDS)

The lowest responsive bidder shall furnish a performance bond and a payment bond each in the amount of \$20,000 or 12.5% of the total contract amount, whichever is greater.

The lowest responsive bidder may deposit government obligations in lieu of performance and payment bonds under the following conditions:

1. The obligations shall be acceptable to the State Treasurer.

2. The obligations shall be payable to, or fully negotiable by, the Department.
3. The obligation shall be in an amount equal at fair market value to the penal sum of the required surety bonds.
4. The bidder pays the initial and return transfer charges for transmittal of the obligation of the Treasurer's Office.

Within **90 days** after final completion of the contract those obligations deposited, as a performance bond will be returned, less any amount owed to the Department as a result of this contract. Obligations deposited, as the payment bond shall be held for a period of one year from the date of acceptance of the contract for settlement of claims in accordance with Idaho Code, Section 54-1927.

Government obligations shall be deposited with the State Treasurer with instructions to issue a safe keeping receipt to the Department.

7. CONSIDERATION OF BID

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available <http://itd.idaho.gov>, *Information for Consultant, Contractors and Vendors, Bid Information-Non Highway Construction Projects*. The right is reserved to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

8. BIDDER CHALLENGE TO DEPARTMENT DETERMINATION

A bidder who did not submit the lowest responsible bid as determined by the Department may within five (5) calendar days of bid opening file a written application to challenge the Department's determination of the lowest responsible bidder and apply to the Department's chief engineer for the appointment of a hearing officer to hold a contest case hearing. The application shall set forth in specific terms the reasons why the Department's decision is thought to be erroneous.

9. EXECUTION / AWARD OF THE CONTRACT

The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose bid complies with all requirements prescribed. However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

10. FAILURE TO EXECUTE CONTRACT

Failure to execute the contract within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.

11. RETURN OF BID BOND (GUARANTY)

Bid guaranties, except those of the two lowest responsive bidders, will be returned immediately following the opening and checking of the bids. The retained bid guaranty of the unsuccessful of the two lowest responsive bidders will be returned within 10 days following the award of contract and that of the successful bidder will be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

BID SCHEDULE
JANITORIAL SERVICES AND LAWN CARE MAINTENANCE

Each Bid item shall be filled in completely by the **Contractor** in the bid schedule, by indicating total dollars and cents under Price per Unit and Amount Bid. All costs, including hourly rates, will be included here and will be fully burdened to include, but not limited to, wages, transportation, lodging, overhead, and per-diem. All figures shall be written in ink or typed. Penciled entries will not be accepted; bids will be considered irregular and rejected.

REQUISITION # **A-088700**

Bidder / Business Name: _____

SP - #	DESCRIPTION	PRICE PER MONTH	MONTHS	AMOUNT BID
HUETTER REST AREA – EAST BOUND				
SP-1	WINTER CLEANING – Bldg 1252	\$	6	\$
SP-2	SUMMER CLEANING – Bldg 1252	\$	6	\$
SP-3	SUMMER LAWN CARE – Yard Y174	\$	7	\$
HUETTER REST AREA – WEST BOUND				
SP-4	WINTER CLEANING – Bldg 1253	\$	6	\$
SP-5	SUMMER CLEANING – Bldg 1253	\$	6	\$
SP-6	SUMMER LAWN CARE – Yard Y175	\$	7	\$
		Total Amount Per Year (SP-1 through SP-6)		\$
		Two (2) -Year Bid Total		\$

AWARD TO BE “ALL OR NONE”

This page **MUST** be SIGNED (BLUE INK), dated and returned with your BID Documents!

This contract will be for a 2-year period with an option to renew for 2 additional years upon mutual agreement between Contractor and State

SIGNATURE: _____ DATE: _____

**IDAHO TRANSPORTATION DEPARTMENT
SIGNATURE PAGE**

September 12, 2008

Idaho Transportation Department
Business and Support Management Purchasing Unit
3311 West State Street
Boise, Idaho 83703

REQUISITION #: A-088700

TITLE: Janitorial Services & Lawn Care Maintenance

This ITB response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed above. By my signature below I accept the terms and conditions as incorporated into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Bidder or Offeror.

FEDERAL IDENTIFICATION # _____

Company Name: _____

State of Domicile: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

If not domiciled in the State of Idaho, please provide an address where business is conducted in the State of Idaho:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Bidder Signature/Authorized Signature

Name (Please Print) _____ DATE: _____

BY SIGNING, BIDDER ACKNOWLEDGES ITS RESPONSIBILITY FOR ANY ADDENDA THAT HAVE BEEN ISSUED FOR THIS SOLICITATION AND WILL COMPLY WITH ALL THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.

THIS PAGE MUST BE SIGNED (BLUE INK), WITH AN ORIGINAL SIGNATURE, AND RETURNED WITH YOUR BID DOCUMENTS

CONTRACTOR'S AFFIDAVIT

CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF _____

COUNTY OF _____

The undersigned being duly sworn upon oath, deposes and says that _____
(Contractor Name)

_____ complies with the provisions of Section 72-1717 Idaho

Code (Drug Free Workplace program); that _____ provides a
(Contractor Name)

Drug-free workplace program that complies with the provisions of Idaho Code, title 72,

Chapter 17 and will maintain such program throughout the life of a state construction contract

and that _____ shall subcontract work only to subcontractors meeting
(Contractor Name)

the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, _____.

Commission expires:

NOTARY PUBLIC, residing at

THIS PAGE MUST BE SIGNED (BLUE INK) AND RETURNED WITH YOUR BID DOCUMENTS

Requisition # A-088700

Project: JANITORIAL SERVICES & LAWN CARE
HUETTER REST AREAS –EASTBOUND &
WESTBOUND

INTENTION TO RESPOND

To help us assist you better PLEASE fax back to:

FAX # 208 332-4109

Idaho Transportation Department
Purchasing Section
(3311 West State Street – 83703)
PO Box 7129
Boise, Idaho 83707-1129

BID CLOSING ON: 9/24/08 @ 5:00 P.M. **BID OPENS ON:** 9/25/08 @ 11:00 A.M.

Please check all that apply

_____ Company intends to prepare and submit a proposal to the requisition listed above.

_____ Company does not plan to respond.

_____ Other Message/Comments: _____

Company Name _____

Individual/Owner's Name _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

(Please Print)

Phone # _____ Fax # _____

EMAIL: _____

BIDDERS RESPONSIBILITY PAGE
REQUISITION # A-088700

JANITORIAL SERVICES & LAWN CARE
HUETTER REST AREAS –EASTBOUND & WESTBOUND

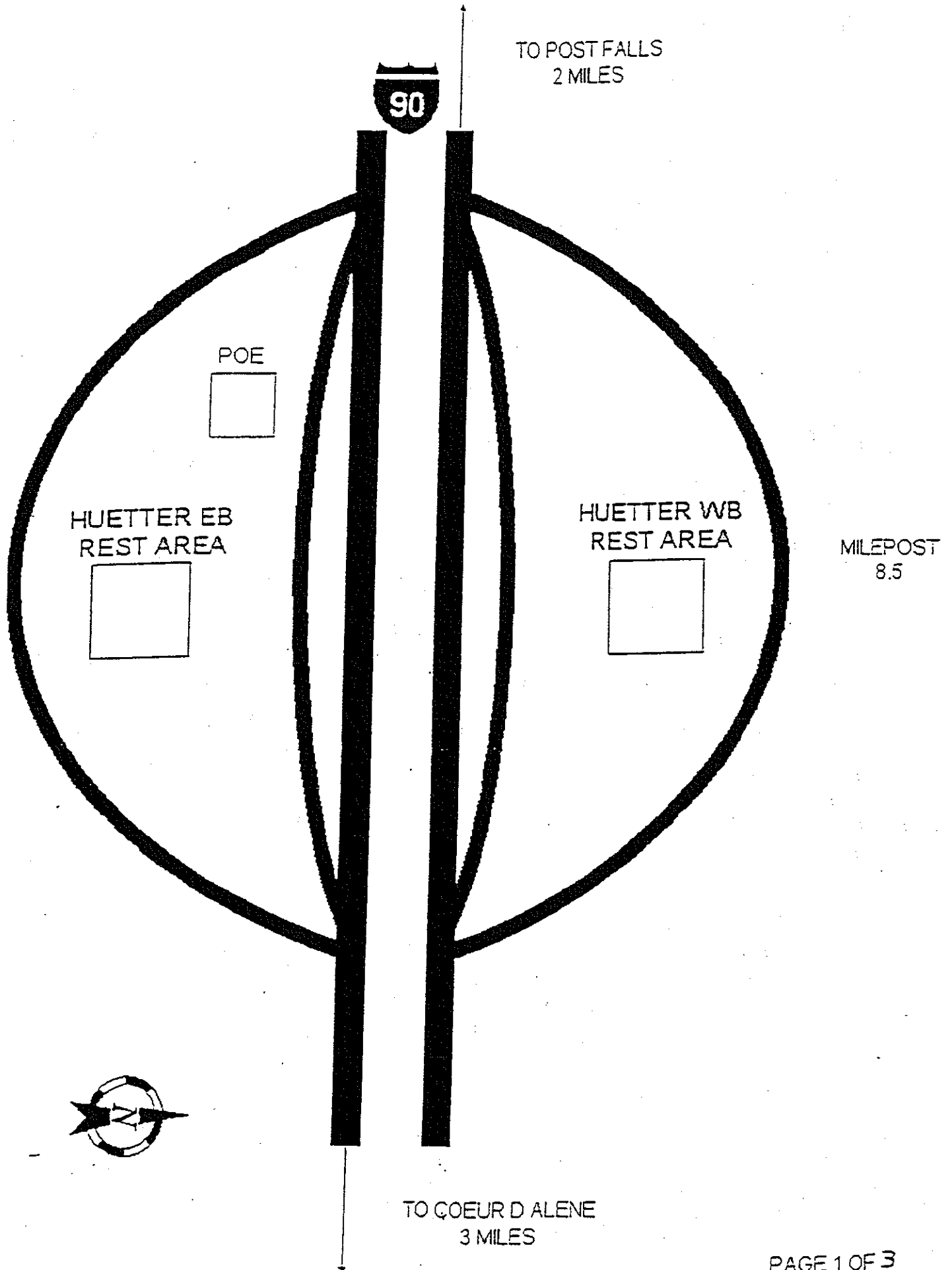
In order for your bid to be considered, the following must be included with your bid and original signatures must be in BLUE INK.

- 1) Affidavit of Alcohol and Drug Free Workplace Program
- 2) **“Signature Page”**
 - Page signed with **BLUE** ink and an original signature
- 3) **Bid Schedule** must be completed and signed with **BLUE** ink an original signature
- 4) **All Addenda** Must be Signed and returned with your Bid Documents.
It is the Bidder’s responsibility to verify if an addendum was issued.
- 5) **ALL BIDS** must be submitted in a sealed envelope with the Requisition Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.
- 6) **NO BID ADJUSTMENTS WILL BE ACCEPTED:** Any changes made to a bid must be submitted as a separate bid and all rules remain in effect. ALL REQUIRED paperwork must be re-submitted.

**HUETTER REST AREA
EASTBOUND AND WESTBOUND
-POTENTIAL BIDDERS LIST-**

ABM JANITORIAL SERV 10221 WEST EMERALD STE 120 BOISE, IDAHO 83704	ENVIRONMENTAL SERVICES CO PO BOX 981 BLACKFOOT ID 83221 208 782 0588 208 785 8009	WESTERN BUILDING MTCE PO BOX 9408 BOISE ID 83707 208 345 2951 208 345 9716
ROCKY MOUNTAIN SERVICES 4500 YELLOWSTONE POCATELLO ID 83202 208 237 9150 208 237 6025	EMPIRE MAINTENANCE 2414 HARMONY HEIGHTS OROFINO ID 83544 208 476 9997	ACE BROTHERS 11881 N DIAMOND DR HAYDEN ID 83835
NEATNIK PO BOX 2607 COEUR D'ALENE ID 83816 208 667 7407 208 691 6271	VARSITY CONTRACTORS PO BOX 15811 BOISE ID 83715 208 323 7808 208 377 4471	ORLENE REYNOLDS REYNOLDS/PETERSON PO BOX 1961 HAYDEN ID 83835 208 773 1211
PERFECTION CLEANING 3247 N HUETTER RD COEUR D'ALENE ID 83815 208 676 9336	SERVICE MASTERS BY THE LAKE 2775 N HOWARD STREET COEUR D'ALENE ID 83815 208 765 5741	THURMAN QUALITY JANITORIAL 4920 E INDUSTRIAL AVE COEUR D'ALENE ID 83815 208 664 5984
ABOVE & BEYOND JANITORIAL 101 W PRAIRIE SHOPPING CTR #242 HAYDEN ID 83835 208 818 3175		

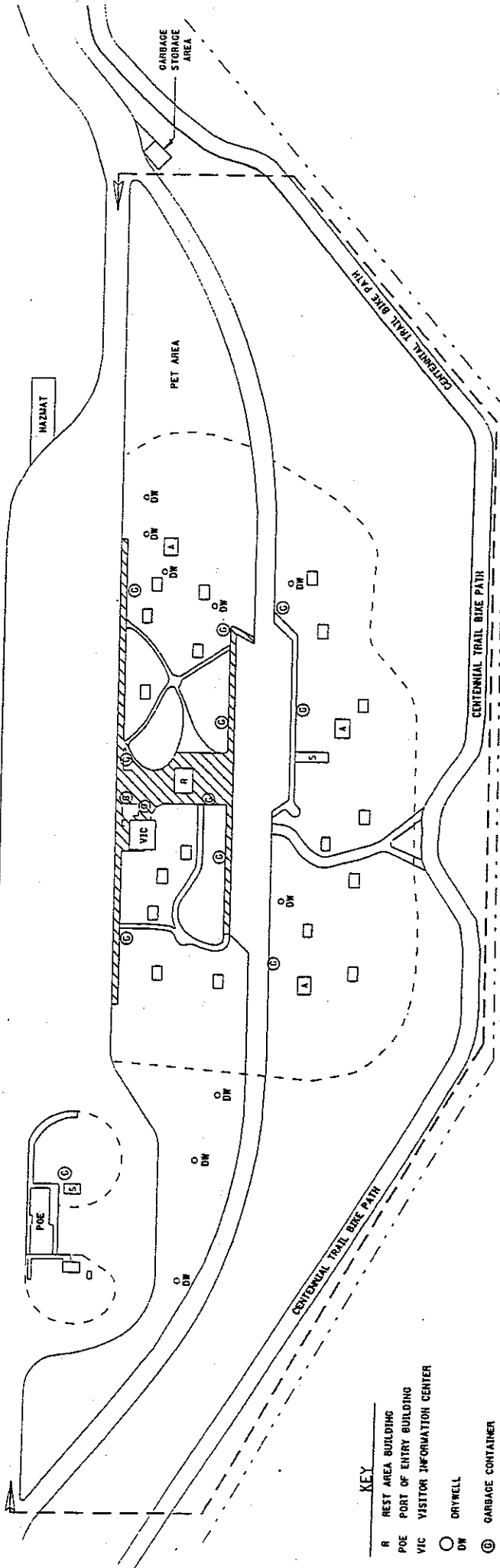
VICINITY MAP



IDAHO TRANSPORTATION DEPT.

EXHIBIT 1(A)
HUTTER REST AREA
EASTBOUND SITE

SHEET 2 OF 3



KEY
R REST AREA BUILDING
POE PORT OF ENTRY BUILDING
VIC VISITOR INFORMATION CENTER

○ DRYWELL

⊕ GARBAGE CONTAINER

▭ NATURAL AREA LIMITS

▭ PET AREA

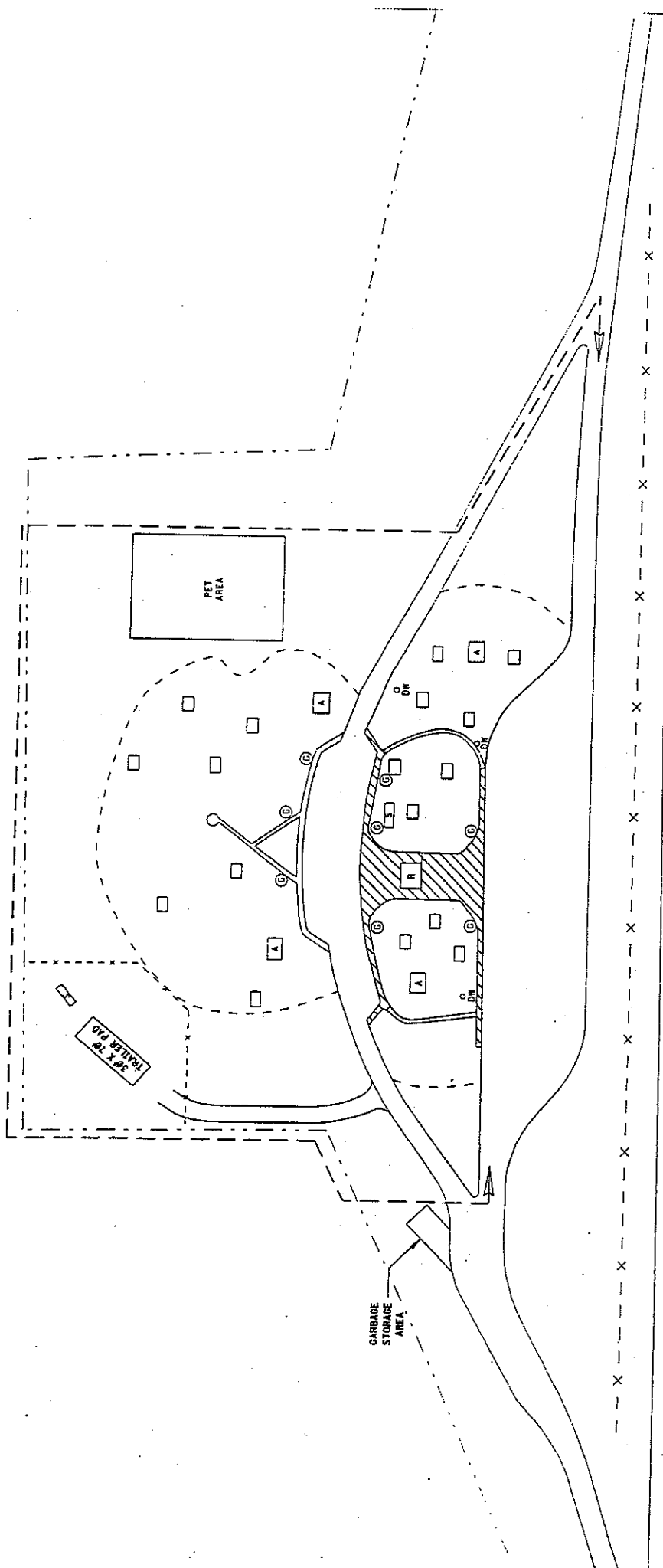
▨ BARE SIDEWALK AREA

▭ CORE LAWN AREA

▭ PICNIC TABLE W/SLAB

▭ PICNIC TABLE W/ARBOR

5 SEPTIC TANK



KEY

- R REST AREA BUILDING
- POE PORT OF ENTRY BUILDING
- VIC VISITOR INFORMATION CENTER
- DN DRYWELL
- C GARBAGE CONTAINER
- NATURAL AREA LIMITS
- PET AREA
- BARE SIDEWALK AREA
- CORE LAWN AREA
- PICNIC TABLE W/SLAB
- PICNIC TABLE W/WARBOR
- SEPTIC TANK

IDAH0 TRANSPORTATION DEPT.

EXHIBIT 1(B) HUTTER REST AREA WESTBOUND SITE

**REST AREA MAINTENANCE
DAILY CHECKLIST AND LOG**

EXHIBIT II

HUETTER REST AREAS I-90

EB WB
(CIRCLE ONE)

Daily Activity	Time		
	BEGIN	END	CIRCLE ONE
Main and Handicap Restrooms			
Clean Toilets - Women's Restroom			am pm
Clean Toilets - Women's Handicap Restroom			am pm
Clean Toilets and Urinals - Men's Restroom			am pm
Clean Toilets and Urinals - Men's Handicap Restroom			am pm
Clean Sinks, Mirrors and Hand Dryers - Women's Restroom			am pm
Clean Sinks, Mirrors and Hand Dryers - Women's Handicap Restroom			am pm
Clean Sinks, Mirrors and Hand Dryers - Men's Restroom			am pm
Clean Sinks, Mirrors and Hand Dryers - Men's Handicap Restroom			am pm
Clean and Fill Soap Dispenser - Women's Restroom			am pm
Clean and Fill Soap Dispenser - Women's Handicap Restroom			am pm
Clean and Fill Soap Dispenser - Men's Restroom			am pm
Clean and Fill Soap Dispenser - Men's Handicap Restroom			am pm
Clean and Mop Floors and Wash Walls - Women's Restroom			am pm
Clean and Mop Floors and Wash Walls - Women's Handicap Restroom			am pm
Clean and Mop Floors and Wash Walls - Men's Restroom			am pm
Clean and Mop Floors and Wash Walls - Men's Handicap Restroom			am pm
Remove Graffiti (Where?)			am pm
Empty Garbage Containers - Women's (Handicap) Restroom			am pm
Empty Garbage Containers - Men's (Handicap) Restroom			am pm
Empty Garbage Containers - Outside Area			am pm
Pick Up Litter and Trash Outside			am pm
Clean Picnic Tables and Arbors			am pm
Clean Sidewalks and Plaza Area			am pm
Mow/edge Lawn/Pet/Natural Area (Where?)			am pm
Rake Lawn (Where?)			am pm
Other Items:			
Snow removal / deicing			am pm

Comments: (Lost and Found, Repairs, Vandalism, etc.) _____

Date _____ Time _____ (am pm)

(Signed) Contractor's Representative

Logs must be submitted to the ITD District Office once a month with billing for services..

REST AREA MAINTENANCE INSPECTION REPORT

EXHIBIT III

FACILITY NAME / DISTRICT: HUETTER REST AREA / 1 EB WB

DATE: TIME: : AM PM

CONTRACTOR REP: RATING

ITD REP: (0) Unacceptable

INSPECTED BY: (1) Poor

(2) Fair

(3) Good

(4) Very Good

(NA) Not Applicable

(NI) Not Inspected

INSPECTOR'S OVERALL RATING:

ITEM	FACILITIES	RATING	COMMENTS
1	DRIVEWAYS - PARKING LOTS		
2	SIDEWALKS		
3	GARBAGE CONTAINERS		
4	TREES - SHRUBS - LAWNS		
5	NATURAL AREAS		
6	WILDFLOWER BEDS		
7	GRASSY AREAS (Pet Areas)		
8	GRAVEL or OTHER BLANKETED AREAS		
9	PICNIC TABLES - ARBORS		
10	INFORMATION SIGNS / KIOSK		
11	DRINKING FOUNTAINS		
12	BUILDING EXTERIOR		
13	PARTITIONS		
14	URINALS		
15	TOILET STOOLS and SEATS		
16	SINKS		
17	MIRRORS		
18	HAND DRYERS		
19	SOAP DISPENSERS		
20	TOILET PAPER / TOILET SEAT COVERS		
21	WALLS and CEILINGS		
22	FLOORS		
23	HEATING - AIR EXCHANGE		
24	REST ROOM LIGHTING - SKY LIGHTS		
25	BUTT RECEPTACLES		
26	UTILITY / STORE ROOM		
27	HIGH PRESSURE WASH / STEAM CLEAN		
28	SEWER SYSTEM		
29	CARETAKER RESIDENCE		
30	CUSTODIAN'S APPEARANCE - UNIFORM		
31	RECORD KEEPING / DAILY LOG		
32	PUBLIC PHONES		
33	TREES SHRUBS TREATED FOR INSECTS		
34	MEETS ADA REQUIREMENTS		
35	IRRIGATION SYSTEM		
36	WINDOWS / DOORS		

ADDITIONAL COMMENTS:

DISTRIBUTION: Distric Engineer, Mtce Engineer, RSM

MAJOR MAINTENANCE AND REPAIRS

EXHIBIT IV

(Page 1 of 1)

HUETTER REST AREAS

Typical Contractor responsibilities and duties shall include, but are not limited to, the following (this work needs approval by Maintenance Engineer or his agent):

Toilet

1. Replace stool
2. Repair and/or replace partitions, door and hardware
3. Replace wax ring
4. Replace flush valve

Urinal

1. Replace urinal
2. Replace flush valve

Sink

1. Replace sink
2. Replace faucets

Doors

1. Strip and paint
2. Replace push plates, kick plates and door pulls
3. Replace hydraulic closures

Fixtures - Repair or Replace

1. Soap and paper dispensers
2. Air heating-exchange system (Replacement to be responsibility of the Department)
3. Electric hand dryers
4. Hose bibs, plumbing, water heaters
5. Drinking fountains
6. Mirrors
7. Flagpole rigging
8. Electrical and lighting (except high-level parking lot lights)
9. Information signs

Painting

1. Restroom ceilings
2. Woodwork on arbors and buildings
3. Information signs

Buildings and Arbors

1. Repair roof
2. Replace or regrout ceramic tile

HUETTER REST AREA GENERAL WORK REQUIREMENTS

EXHIBIT V

PRIORITY'S:

Frequency Key:	PRIORITY S:		
	Low use	JANUARY - MARCH, OCTOBER - DECEMBER	
	High use	APRIL - SEPTEMBER	
H = 2 x day	T = 3 x week	S = 2 x month	C = 2 x year
D = daily	F = 4 x week	M = monthly	E = 3 x year
B = 2 x week	W = weekly	A = as needed	NA = not applicable
1 = Monday	3 = Wednesday	5 = Friday	7 = Sunday
2 = Tuesday	4 = Thursday	6 = Saturday	

Task - Facilities	Minimum Results Expected	Frequency	
		Low use	High use
1. Driveways - Parking Lots			
Pickup and dispose of all litter. Sweep and clean curbs and gutters.	Parking lots and driveways shall be clean of all debris and litter. Curb and gutter must be clean.	D	D/A
2. Sidewalks			
Sweep and clean sidewalks. Wash off spilled food, drinks, dirt, sand. Remove snow and ice.	Sidewalks shall be clean of all spills, dust, dirt, sand and snow and ice	D/A	D/A
3. Garbage Containers			
Check and replace garbage bags daily to prevent overflow or unsanitary conditions.	All garbage containers shall be maintained free and clear of dirt and grim. Replace garbage bags as often as necessary to prevent overflow.	D	H/A
4. Trees - Shrubs - Lawn			
Fertilize lawns and trees/shrubs as scheduled. Prune trees and shrubs as required. Edge lawns sidewalks as required. Pickup debris, litter, trash and needles.	All lawns, trees/shrubs and landscaped areas shall have a neat, healthy appearance. All debris trash, litter, needles will be picked up in these areas and disposed in a approved landfill.	C/A	C/A
5. Natural Areas			
Clean up all litter and trash	Area must be litter and trash free.	A	A
6. Wild Flower Beds			
Clean and remove all undesirable weeds. Replant or seed wildflower as required. Clean up and remove all litter and trash and dispose.	Wildflower beds shall be preserved and maintained. Wildflower beds will be free of trash, litter and weeds	NA	NA
7. Grassy areas (Pet Areas)			
Mow and edge the grassy area. Mow when growth exceeds 4 inches. Pick up and dispose of all trash litter. Trim excessive growth as required.	All grassy (pet) areas shall be neat and clean and free of excessive vegetative growth and free of any litter and trash.	W/A	W/A
8. Gravel or other Blanketed Areas			
Keep gravel areas clean and clear of any vegetation. Pick up and dispose of all trash and litter. Trim excessive growth as required.	All grassy (pet) areas shall be neat and clean. free of excessive vegetative growth and free of trash and litter.	A	A

9. Picnic Tables - Arbors				
Clean and scrub all table tops and benches with soap and water that will clean and sanitize. Wash ceilings, walls and post as required. Wipe dry. Remove all graffiti immediately.	All picnic tables, arbors, and floors shall be neat, clean and the area free of trash, litter and food debris. Cobwebs shall be removed. No graffiti will be visible.	D/A	H/A	
10. Information Signs/Kiosk				
Clean and wash Plexi-glass with soap and water. Wipe clean. Sweep down all cobwebs and dust. Pick up and dispose of all trash and litter. Clean wooden benches with soap and water, rinse and wipe dry.	Information signs and kiosk must be clean and free of cobwebs, litter and graffiti. All frames and displays must be in good shape. Report if display needs attention or repair.	D/A	D/A	
11. Drinking Fountain				
Clean intake drinking fountain with antibacterial disinfectant. Wash with soap and water. Rinse and wipe dry. Check faucet for leaks and proper operation.	Clean and sanitize drinking fountain. Make sure drinking fountain operates properly. Repair if not operating properly.	D/A	H/A	
12. Building Exterior				
Clean walls, doors, entryway and windows. Sweep down cobwebs. Remove graffiti. Keep gutters free of debris, leaves and nettles.	Clean and neat appearing building exterior free of cobwebs, dirt and grime.	D/E	D/E	
13. Partitions				
Clean all partitions walls and supports with disinfectant soap and water. Rinse and wipe dry. Remove all graffiti. Make sure doors operate and lock properly. Check to make sure walls are sturdy and not damaged.	Clean and well maintained partitions and supports that are free of dust, dirt, grime and graffiti with doors that operate properly.	D/A	D/A	
14. Urinals				
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if urinals are flushing properly. Check and replace odor blocks.	All surfaces, including exterior of urinal and exposed plumbing, to be free of dust, grime, stains and finger prints. Repair if not operating properly.	H/A	H/A	
15. Toilet stools and seats				
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if toilets are flushing properly and seats operate properly.	All surfaces including exterior of toilet stool and exposed plumbing and seats to be free of dust, dirt, grime, stains and finger prints. Toilets shall be maintained odor free and with seats operating properly.	H/A	H/A	
16. Sinks				
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if faucets and drains operate properly.	All surfaces including exterior of sink, shall be free of dust, grime, stains and finger prints. Faucets and drains shall operate properly. Repair if not operating properly.	H/A	H/A	
17. Mirrors				
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Remove all graffiti.	All surfaces of the mirror shall be clean and functional and free of dust, dirt, stain, grime and fingerprints. No graffiti present or visible.	H/A	H/A	

18. Hand Dryers					
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if hand dryer operates safely and properly.	All surfaces of the hand dryer shall be clean and free of all dust, dirt, grime, stains and fingerprints. Hand dryer shall operate safely and properly at all times.	H	H		H
19. Soap Dispenser					
Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if soap dispenser has adequate supply of soap and operates properly.	All surfaces of the soap dispenser shall be clean and free of all dust, dirt, grime, stains and fingerprints. Soap dispenser shall have adequate supply of soap and shall operate properly.	H	H		H
20. Toilet paper/Toilet Seat Covers					
Wipe the exterior finish of the toilet paper and toilet seat cover dispensers with a damp cloth. Check to make sure adequate supplies of toilet paper and toilet seat covers are present in the dispensers. At least one-half roll of a biodegradable toilet paper shall be in evidence in each stall.	Toilet paper and toilet seat covers shall be available at all times and never run out.	H/A	H/A		H/A
21. Walls and Ceilings					
Wash and scrub with soap and water or appropriate cleaner. Sweep down all cobwebs. Remove all graffiti immediately.	Walls and ceilings, especially in the corners, shall be free of cobwebs, dirt, grime and graffiti.	D	D		D
22. Floors					
Clean and thoroughly scrub or mop with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse and mop dry. Check to make sure floor drains operate properly and disinfect traps.	Floors, mop boards and corners shall be free of dirt, debris and grime.	H/A	H/A		H/A
23. Heating - Air Exchange					
Check all filters, ducts, grills and vents to insure heating and air conditioning systems are operating properly. Oil all bearings and other moving parts as required.	Desired temperatures are 50 to 65 degrees in the winter and 65 to 80 in the summer. The air exchange capacity shall meet code requirements of every 15 minutes.	W/A	W/A		W/A
24. Rest Room - Exterior - Klosh Lighting & Sky Lights					
Clean all light fixtures with a damp cloth. Replace bulbs immediately when burned out. Remove all cobwebs and dead insects and clean lens.	All lights shall be clean, free of cobwebs and operating properly at all times. Sky lights shall be free of cobwebs and dust.	D	D		D
25. Cigarette Butt Receptacles					
Clean cigarette butt receptacles twice daily. Remove and dispose of all cigarette butts and trash. Replace sand as required.	Neat and clean cigarette butt receptacles	H	H		H
26. Utility/Storage Room					
Keep utility/storage room clean, organized and free of litter. Keep up-to-date MSDS sheets on all cleaning products in a visible place and easily accessible in case of emergency. Check fire extinguishers and first aid kits.	All utility/storage rooms shall be free of clutter, grease, fuel, dirt and cobwebs. Fire extinguishers and first aid kits shall be full and ready in case of emergency. Fuel shall be stored in OSHA approved containers.	W	W		W

			M	M
27. High Pressure Wash/Steam Clean				
Use high pressure washer or steam cleaner to thoroughly wash down walls, partitions, stools, urinals, sinks and floors to remove stains, dirt and grime.		High pressure wash or steam cleaning may be necessary to sterilize, disinfect and thoroughly clean the rest rooms. This shall be done at low use periods as scheduled.		
28. Sewer System			NA	NA
Monitor level of solids in septic tank(s) and report to ITD. if problems develop.		Sewer system shall be inspected to insure that the system is operating properly and to avoid costly breakdown or rest area closure.		
29. Caretaker Residence			W	W
Irrigate, mow lawns and landscaping to provide well kept appearance. Pick up and dispose of all trash and debris. Keep interior clean and free of damage.		The exterior of the caretaker residence shall be neat and clean, with a well maintained yard and landscaping. No clutter, trash or disabled vehicles and equipment shall be left lying around. Interior must be clean and free of damage.		
30. Caretaker Appearance - Uniform			A	A
The caretaker shall wear a uniform provided by the contractor while on work duty. The caretaker shall wear an ID badge which contains the contractor & employee name.		Caretaker and employee shall be neat and clean at all times. Employees shall be friendly and courteous to rest area users. Employees shall wear ID badges at all times while working within the rest area complex.		
31. Record Keeping			D	D
The caretaker shall keep a daily log and enter work schedules, actual work hours and supplies used. Enter unusual or repaired information (I.e. traffic counts, lost and found articles, accidents, vandalism). Keep the daily log in the mechanical room.		Log and records shall be maintained daily and available for Department inspection. Copies of the daily log and records shall be delivered monthly with the progress billing.		
32. Public Telephones			D	D
Clean and sanitize public phones/booths once per day. Report operational problems to the telephone company and the Department.		All public telephones shall be neat, clean and free of stains and fingerprints. Report trouble to the telephone company and the Department.		
33. Trees and shrubs			NA	NA
Inspection of trees and shrubs on a weekly basis and report any damage to the rest area foreman		All trees and shrubs shall be healthy and well maintained and not suffer from insect, disease damage		
34. Americans with disability Act (ADA) Requirements			D	D
Check daily to see that all handicap/disability parking access, sidewalks and other services, including toilet stools/seats, stalls, urinals are in compliance and operating properly.		Meet all ADA Standards by providing full accessibility and protection against discrimination in the rest area facilities and services.		
35. Irrigation System			A	W/A
Monitors irrigation system controllers to assure that timely and proper coverage of irrigation water is taking place. Replace and/or repair sprinkler heads as required.		The lawns shall appear green, healthy, well kept and be irrigated on a regular basis.		
36. Windows and Doors			W/A	W/A
Wash and clean weekly. Daily spot clean as necessary.		Maintain a clean, smear and grime free appearance.		